

BUTLER COUNTY AREA III COURT

JOB ANNOUNCEMENT

TITLE: **CIVIL CLERK**

POSITION: Full Time, Area III Court, West Chester

START: As soon as possible

SALARY: \$29,000-\$30,000 (based on experience)

HOURS: 8:00 A.M. TO 5:00 P.M., 40 hours per week

ESSENTIAL FUNCTIONS: (90%)

General:

1. Treats all employees and the public with equality, dignity and respect.
2. Handles all cases in a sensitive, courteous and professional manner.
3. Focuses on good customer service.
4. Conducts himself/herself in a professional manner.
5. Adheres to all Court attendance policies.
6. Arrives at work on time and is prepared to begin at the assigned starting time.
7. When all job duties are complete, helps co-workers with their job duties.
8. Must be able to receive constructive criticism.
9. Must respect authority of superiors.
10. Reports directly to the Chief Deputy Clerk.

Specific Duties: (90%)

1. Processes and files new civil filings that include evictions, small claims, and regular civil money complaints.
2. Processes garnishments, bank attachments, certificates of judgments, writ of restitutions, default judgments, dismissals, satisfaction of judgments, motions, subpoenas, process server paperwork and revive dormant judgements.
3. Maintaining all civil files; docketing and scanning all actions and filings upon receipt.
4. Open, sort and distribute all incoming mail.
5. Maintain Magistrate's docket and preparing case files with necessary paperwork for hearings and trials.
6. Processes and issues Magistrate decisions and final judgments.
7. Provides individuals who come in the office for civil filings on how to proceed with certain civil matters, without giving legal advice and where to direct them for advice.
8. Processes civil bench warrants.
9. Processes paperwork that is received via fax machine.
10. Answers phones and assist callers as needed.
11. Receipt money on new filings and garnishment payments.
12. File cases, as needed.

MISCELLANEOUS FUNCTIONS PERFORMED PERIODICALLY: (10%)

1. Any other duties as deemed appropriate by the Judges, Court Administrator and Clerk.

QUALIFICATIONS:

The applicant must be a high school graduate or equivalent and have experience working in an office. The applicant must have above average computer skills, good communication skills and be a self-motivated worker. Experience in court work or another government office is preferred. Applicant must be able to work the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

SELECTION PROCEDURE:

Resumes should be submitted to the Area Court's Administrative Office, 101 High Street, 1st Floor, Hamilton, Ohio 45011 or emailed to hershnercs@butlercountyohio.org by 12:00 p.m. on Monday, January 25, 2021. The most qualified applicants will be scheduled for a test.

ALL FINALISTS MUST SUBMIT TO A BACKGROUND CHECK.

IF ANY APPLICANT HAS SPECIAL NEEDS OR REQUIREMENTS TO ALLOW THEM TO TEST FOR THIS POSITION, THE APPLICANT MUST NOTIFY MS. CHRYSTAL HERSHNER AT 785-5876 BY 12:00 PM ON MONDAY, January 25th, 2021.

THIS OFFICE WILL MAKE REASONABLE ACCOMMODATION TO ENSURE EQUAL OPPORTUNITY IN THE PROCESS.

This office provides all services, activities, programs, and employment without discrimination on the basis of race, color, sex, religion, national origin, age, or disability, in accordance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as well as similar Ohio laws. Upon request, this office will consider any needed reasonable accommodation for any qualified individual with a disability, to allow that individual to participate in services by this office.